



Employee Relations Commission

The Employee Relations Committee is comprised of members of the Civil Service Commission that meets on the second and fourth Mondays of each month at 6:00 p.m. in Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Human Resources office, Civic Center Library, and the City Clerk's Office. Direct any other questions or concerns to Civil Service Manager at 310.618.2967. Agendas are posted on the City of Torrance Home Page www.TorranceCA.Gov

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2967. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

HOURS OF OPERATION
Monday through Friday from 7:30 a.m. to 5:30 p.m.
Offices are closed alternate Fridays.

Viet Hoang

TORRANCE EMPLOYEE RELATIONS COMMITTEE (CIVIL SERVICE COMMISSION) MONDAY, JULY 08, 2019 (Meeting will be held in conjunction with the Civil Service Commission meeting, but not before 6:00 p.m.)

**CITY COUNCIL CHAMBERS – CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE, CALIFORNIA 90503**

AGENDA

1. **CALL TO ORDER**
ROLL CALL/MOTION FOR EXCUSED ABSENCE
2. **REPORT FROM STAFF ON POSTING OF AGENDA**
3. **ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
4. **CONSENT CALENDAR**
4A. Approve Employee Relations Committee Minutes: July 23, 2018.
(Minutes provided to Commission members only, copies available in the Personnel Building)
5. **ADMINISTRATIVE MATTERS**
5A. Elect Chair of the Employee Relations Committee for Fiscal Year 2019 - 2020
6. **ORAL COMMUNICATIONS #2**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
7. **ADJOURNMENT**

ROLL CALL:

Honorable Chair and Members
of the Employee Relations Committee of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: Elect Chair of the Employee Relations Committee for Fiscal Year 2019 – 2020.

RECOMMENDATION

Civil Service staff respectfully recommends that the Employee Relations Committee elect a Chair for Fiscal Year 2019 – 2020.

BACKGROUND AND ANALYSIS

TMC Section 14.8.6(a) requires the Chair of the Civil Service Commission to appoint the members of the Employee Relations Committee. TMC Section 14.8.6(b) provides that, "The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman."

The Civil Service Commission Chair has made new appointments to the Employee Relations Committee, and accordingly, now is the appropriate time for the Committee to elect a Chair for Fiscal Year 2019 – 2020.

Respectfully Submitted,

VIET HOANG
INTERIM CIVIL SERVICE MANAGER

By Brianne King
Brianne King
Human Resources Analyst

CONCUR:

Viet Hoang
Viet Hoang
Interim Civil Service Manager

Torrance Municipal Code Sections 13.10.5 and 14.8.6

13.10.5 APPOINTMENT OF A CHAIRMAN.

At the first meeting of the Commission in every fiscal year, the members shall appoint one (1) of their number as Chairman who shall hold office for one (1) year and until his successor is appointed.

14.8.6 EMPLOYEE RELATIONS COMMITTEE.

There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.